

CHAPTER 222  
CONTINUING EDUCATION FOR PODIATRISTS

**645—222.1(149,272C) Definitions.** For the purpose of these rules, the following definitions shall apply:

“*Active license*” means the license of a person who is acting, practicing, functioning, and working in compliance with license requirements.

“*Administrator*” means the administrator of the board of podiatry examiners.

“*Approved program/activity*” means a continuing education program/activity meeting the standards set forth in these rules.

“*Audit*” means the selection of licensees for verification of satisfactory completion of continuing education requirements during a specified time period or the selection of providers for verification of adherence to continuing education provider requirements during a specified time period.

“*Board*” means the board of podiatry examiners.

“*Continuing education*” means planned, organized learning acts acquired during licensure designed to maintain, improve, or expand a licensee’s knowledge and skills in order for the licensee to develop new knowledge and skills relevant to the enhancement of practice, education, or theory development to improve the safety and welfare of the public.

“*Hour of continuing education*” means a clock hour spent by a licensee in actual attendance at and completion of an approved continuing education activity.

“*Inactive license*” means the license of a person who is not engaged in practice in the state of Iowa.

“*Lapsed license*” means a license that a person has failed to renew as required, or the license of a person who has failed to meet stated obligations for renewal within a stated time.

“*License*” means license to practice.

“*Licensee*” means any person licensed to practice as a podiatrist in the state of Iowa.

**645—222.2(149,272C) Continuing education requirements.**

**222.2(1)** The biennial continuing education compliance period shall extend for a two-year period beginning on July 1 of each even-numbered year and ending on June 30 of the next even-numbered year. Each biennium, each person who is licensed to practice as a podiatrist in this state shall be required to complete a minimum of 40 hours of continuing education.

**222.2(2)** Requirements for new licensees. Those persons licensed for the first time shall not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used. The new licensee will be required to complete a minimum of 40 hours of continuing education per biennium for each subsequent license renewal.

**222.2(3)** Hours of continuing education credit may be obtained by attending and participating in a continuing education activity. These hours must meet the requirements herein pursuant to statutory provisions and the rules that implement them.

**222.2(4)** No hours of continuing education shall be carried over into the next biennium.

**222.2(5)** It is the responsibility of each licensee to finance the cost of continuing education.

**645—222.3(149,272C) Standards for approval.**

**222.3(1) General criteria.** A continuing education activity which meets all of the following criteria is appropriate for continuing education credit if it is determined by the board that the continuing education activity:

a. Constitutes an organized program of learning which contributes directly to the professional competency of the licensee;

b. Pertains to subject matters which integrally relate to the practice of the profession;

c. Is conducted by individuals who have specialized education, training and experience by reason of which said individuals should be considered qualified concerning the subject matter of the program, and is accompanied by a paper, manual or outline which substantively pertains to the subject matter of the program and reflects program schedule, goals and objectives. The board may request the qualifications of the presenters;

d. Fulfills stated program goals, objectives, or both; and

e. Provides proof of attendance to licensees in attendance including:

(1) Date, location, course title, presenter(s);

(2) Number of program contact hours (One contact hour equals one hour of continuing education credit.); and

(3) Official signature or verification by program sponsor that includes a brochure, pamphlet, or other means that has a statement of purpose, course objectives, qualifications of speakers, program outline and continuing education hours.

**222.3(2) *Specific criteria.***

a. Continuing education hours of credit may be obtained by completing the following programs/activities of a podiatric scientific nature and sponsored by an accredited college of podiatric medicine or the American Podiatric Medical Association or a regional or state affiliate or nonprofit hospital that are:

(1) Educational activities in which participants and faculty are present at the same time and attendance can be verified. Such activities include lectures, conferences, focused seminars, clinical and practical workshops, simultaneous live satellite broadcasts and teleconferences;

(2) Scientifically oriented material or risk management activities.

b. If the podiatrist utilizes conscious sedation, the podiatrist shall obtain a minimum of one hour of continuing education in the area of conscious sedation or other related topics;

c. Maximums per biennium are as follows:

(1) Ten hours of credit for viewing videotaped presentations if the following criteria are met:

1. There is an approved sponsoring group or agency;

2. There is a facilitator or program official present;

3. The program official is not the only attendee; and

4. The program meets all the criteria in 645—222.3(149,272C).

(2) Ten hours of credit for computer-assisted instructional courses or programs pertaining to patient care and the practice of podiatric medicine and surgery. These courses and programs must be approved by the American Podiatric Medical Association or its affiliates and have a certificate of completion that includes the following information:

1. Date course/program was completed;

2. Title of course/program;

3. Number of course/program contact hours; and

4. Official signature or verification of course/program sponsor.

d. No office management courses will be accepted by the board.

e. Continuing medical education credits will not be awarded unless the physician is in physical attendance.

f. Continuing education hours of credit equivalents for academic coursework per biennium are as follows:

1 academic semester hour = 15 continuing education hours

1 academic quarter hour = 10 continuing education hours

g. Credit is given only for actual hours attended.

**645—222.4(149,272C) Reporting continuing education by licensee.** At the time of license renewal, each licensee shall be required to submit a report on continuing education to the board on a board-approved form.

**222.4(1)** The information on the form shall include:

- a. Title of continuing education activity;
- b. Date(s);
- c. Sponsor of the activity; and
- d. Number of continuing education hours earned.

**222.4(2)** Audit of continuing education report. After each educational biennium, the board will audit a percentage of the continuing education reports before granting the renewal of licenses to those being audited.

a. The board will select licensees to be audited.  
b. The licensee shall make available to the board for auditing purposes a copy of the certificate of attendance or verification for all reported activities that includes the following information:

(1) Date, location, course title, schedule (brochure, pamphlet, program, presenter(s)), and method of presentation;

(2) Number of contact hours for program attended;

(3) Indication of successful completion of course; and

(4) Copy of official transcript of college courses.

c. For auditing purposes, the licensee must retain the above information for two years after the biennium has ended.

d. Submission of a false report of continuing education or failure to meet continuing education requirements may cause the license to lapse and may result in formal disciplinary action.

e. All license renewal applications that are submitted late (after the end of the compliance period) may be subject to audit of continuing education report.

f. Failure to receive the renewal application shall not relieve the licensee of responsibility of meeting continuing education requirements and submitting the renewal fee by the end of the compliance period.

**645—222.5(149,272C) Reinstatement of lapsed license.** Failure of the licensee to renew within 30 days after expiration date shall cause the license to lapse. A person who allows the license to lapse cannot engage in practice in Iowa without first complying with all regulations governing reinstatement as outlined in the board rules. A person who allows the license to lapse may apply to the board for reinstatement of the license. A licensee who has a lapsed license may be subject to audit upon application for reinstatement.

**222.5(1)** Reinstatement of the lapsed license may be granted by the board if the applicant:

a. Submits a written application for reinstatement to the board;  
b. Pays all of the renewal fees then due, to a maximum of five bienniums;  
c. Pays the late fee assessed by the board for failure to renew;  
d. Pays the reinstatement fee;  
e. Provides verification of license(s) from every state in which the licensee has practiced since the Iowa license lapsed; and

f. Provides evidence of:

(1) Satisfactory completion of Iowa continuing education requirements during the period since the license lapsed. The total number of continuing education hours required for license reinstatement is computed by multiplying 40 by the number of bienniums since the license lapsed; or

(2) Full-time practice in another state of the United States or the District of Columbia and completion of continuing education for each biennium that the license has lapsed substantially equivalent in the opinion of the board to that required under these rules.

**222.5(2)** If the license has lapsed for five bienniums or more, the applicant shall:

- a. Complete 200 hours of approved continuing education; or
- b. Present verification of full-time practice in another state of the United States or the District of Columbia and completion of continuing education for each biennium that the license has lapsed substantially equivalent in the opinion of the board to that required under these rules; and
- c. Successfully complete any or all parts of the national license examination as deemed necessary by the board within one year immediately prior to the submission of such application for reinstatement.

**645—222.6(149,272C) Continuing education waiver for active practitioners.** A podiatrist licensed to practice shall be deemed to have complied with the continuing education requirements of this state during the period that the licensee serves honorably on active duty in the military services or as a government employee outside the United States as a practicing podiatrist.

**645—222.7(149,272C) Continuing education exemption for inactive practitioners.** A licensee who is not engaged in practice in the state of Iowa may be granted an exemption of continuing education compliance and obtain a certificate of exemption upon written application to the board. The application shall contain a statement that the applicant will not engage in the practice of podiatry in Iowa without first complying with all regulations governing reinstatement after exemption. The application for a certificate of exemption shall be submitted upon forms provided by the board. The licensee shall have completed the required continuing education at the time of reinstatement.

**645—222.8(272C) Continuing education exemption for disability or illness.** The board may, in individual cases involving disability or illness, grant exemptions of the minimum continuing education requirements or extension of time within which to fulfill the same or make the required reports. No exemption or extension of time shall be granted unless written application therefor is made on forms provided by the board and signed by the licensee and appropriate licensed health care practitioners. The board may grant an exemption of the minimum continuing education requirements for any period of time not to exceed one calendar year from the onset of disability or illness. In the event that the disability or illness upon which an exemption has been granted continues beyond the period of exemption, the licensee must reapply for an extension of the exemption. The board may, as a condition of any exemption granted, require the applicant to make up a certain portion or all of the minimum continuing education requirements exempted by such methods as may be prescribed by the board.

**645—222.9(272C) Reinstatement of inactive practitioners.** Inactive practitioners who have been granted a waiver of compliance with these rules and obtained a certificate of exemption shall, prior to engaging in the practice of podiatry in the state of Iowa, satisfy the following requirements for reinstatement:

**222.9(1)** Submit written application for reinstatement to the board upon forms provided by the board;

**222.9(2)** Pay the current renewal fee;

**222.9(3)** Pay the reinstatement fee;

**222.9(4)** Provide verification of license(s) from every state in which the licensee has practiced since the Iowa license became inactive; and

**222.9(5)** Furnish in the application evidence of one of the following:

- a.* The full-time practice of podiatry in another state of the United States or the District of Columbia and completion of continuing education for each year of inactive status substantially equivalent in the opinion of the board to that required under these rules; or
- b.* Proof of successful completion, with a passing grade, of the Iowa state license examination conducted within one year immediately prior to the submission of the application for reinstatement; or
- c.* Evidence of completion of 40 hours of approved continuing education per biennium up to a maximum of 200 hours of continuing education.

**645—222.10(272C) Hearings.** In the event of denial, in whole or part, of any application for approval of a continuing education program or credit for continuing education activity, the applicant, licensee or program provider shall have the right within 20 days after the sending of the notification of denial by ordinary mail to request a hearing which shall be held within 90 days after receipt of the request for hearing. The hearing shall be conducted by the board or an administrative law judge designated by the board, in substantial compliance with the hearing procedure set forth in rule 645—11.9(17A).

These rules are intended to implement Iowa Code section 272C.2 and chapter 149.

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